



**COURT OF APPEALS  
EIGHTH DISTRICT OF TEXAS**

**Chief Justice**  
Yvonne T. Rodriguez

**Justices**  
Gina M. Palafox  
Lisa Soto

EL PASO COUNTY COURTHOUSE, SUITE 1203  
500 E. SAN ANTONIO AVE.  
EL PASO, TEXAS 79901-2408  
(915) 546-2240 FAX (915) 546-2252

**Clerk**  
Elizabeth G. Flores

**June 27, 2023**

**JOB VACANCY NOTICE**

Salary: \$4,014 - \$6,456 per month (salary commensurate with licensure and experience)

Position available: August 1, 2023 (subject to change)

Close date: when filled

The Eighth Court of Appeals is now accepting applications for a Court Law Clerk II. Vacation, sick leave, health insurance, retirement, and other benefits are provided in accordance with State policy. The position is full time (40 per week). The attached Job Description sets out the job functions and qualifications.

To apply, applicants must hand-deliver or mail a State Application for Employment Form and resume to: Elizabeth G. Flores, Clerk of the Court, 500 E. San Antonio Ave., Rm. 1203, and El Paso, Texas, 79901. The application is available from the Texas Workforce Commission at <http://www.twc.state.tx.us/jobs/gvjb/state-texas-application-employment.html>. Interviews will be held by invitation only.

This employer participated in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, The Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

**Note:** The following military occupational specialty (MOS) codes generally correspond to this employment opening: 27A, LN, 250X, LGL10, 4402, 5J0X1, 51JX. Applicants must fully complete the summary of experience to determine if minimum qualifications are met. Additional Military Crosswalk information can be accessed at:

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_Legal.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf). The Court is an equal opportunity employer and does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Pursuant to the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to the Clerk of the Court.

## **COURT LAW CLERK II**

### **GENERAL DESCRIPTION**

Performs advanced (senior-level) legal research and analysis work. Work involves overseeing the examination and preparation of legal opinions, briefs, memoranda, and other legal documents. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Oversees or prepares, reviews, and edits legal opinions, briefs, proposals, and reports.

Oversees or performs legal research on issues involved in cases and makes recommendations.

Researches points of law involved in hearings to determine the validity and completeness of cases cited.

Reviews and evaluates legal briefs, clerks' records, reporters' records, and motions filed in submitted cases.

Reviews cases for jurisdictional deficiencies and procedural compliance.

Attends the presentation of oral arguments.

Makes oral presentations and arguments concerning issues researched and participates in case conferences.

Assists in the preparation of legal documents and editing of opinions.

Assists judges or justices in preparing for oral arguments.

May supervise the work of others.

Performs related work as assigned.

### **GENERAL QUALIFICATION GUIDELINES**

#### **EXPERIENCE AND EDUCATION**

Experience in legal research and analysis work. Graduation from an accredited law school with a Juris Doctor (JD) degree.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of legal principles, practices, and proceedings; and of laws, regulations, and rules relating to the court.

Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and in the use of a computer and applicable software.

Ability to prepare opinions and briefs; to interpret and apply laws, rules, and regulations; to conduct research; to summarize findings; to use legal reference materials; to communicate effectively; and to supervise the work of others.

## **REGISTRATION, CERTIFICATION, OR LICENSURE**

May be required to take the State of Texas bar examination.